

MODULE 8. INMATE PROGRAMING AND SERVICES

WHAT'S NEW

Updates made throughout this document related to the [COVID-19 Modified Operations Matrix](#) – institutions operating at Level 1 or 2 will follow the guidance in the Matrix, when applicable. Institutions operating at level 3 will follow the mitigation strategies and guidance contained in this module.

MODULE 8 TABLE OF CONTENTS

A. INMATE SERVICES.....	2
1. RECREATION	2
2. UNICOR.....	2
3. WORK DETAILS.....	3
4. FOOD SERVICE / DINING HALL.....	3
5. LAUNDRY	4
6. ELECTRONIC LAW LIBRARY (ELL) AND DISCOVERY MATERIALS.....	4
7. BARBERSHOP.....	4
B. PROGRAMMING CONSIDERATIONS.....	5
C. HOUSING CONSIDERATIONS	6
D. PSYCHOLOGY SERVICES	6

A. INMATE SERVICES

- Develop a local daily cleaning schedule utilizing your housekeeping plan to clean and disinfect, when indicated, equipment used by multiple inmates (kitchen, UNICOR, barber shop tools, etc) and areas where inmates gather (dining hall, recreation, etc.)
 - Refer to [MODULE 1 – Infection Prevention and Control Measures](#) for specific guidance regarding cleaning and disinfection.

1. RECREATION

- Recreation services are an important component of both general wellbeing and the development of positive leisure time management skills. Institutions at Operational Levels 1 or 2 per the [COVID-19 Modified Operations Matrix](#) should follow guidance in the matrix.
- For institutions at Operational Level 3:
 - Stagger time in recreation spaces. Generally, inmates in groups of no more than 100 should access the recreation yard for a minimum of one hour at a time, so long as they maintain social distancing and wear cloth face coverings when indicated.
 - Inmates should have access to the recreation yard at least three times per week, and attend with inmates from their designated housing units.
 - Group sports are prohibited.
 - Use of gym equipment (e.g., weights, basketballs) are prohibited.
 - Small classes that do not involve physical contact may be offered at the discretion of the Warden. If this occurs, all equipment / materials must be thoroughly sanitized after each use.
 - Recreation will continue in Special Housing, consistent with standards outlined in policy.

2. UNICOR

- In consultation with the Safety and Health Services departments, Wardens should continue to monitor institution plans to safely continue UNICOR operations at their institutions.
- Plans should include the use of appropriate face coverings or PPE, as necessary, as well as disinfection and cleaning procedures, etc. Refer to [Module 1- Infection Prevention and Control Measures](#).

- Institutions at Operational Levels 1 or 2 per the [COVID-19 Modified Operations Matrix](#) should follow guidance in the matrix.
- For institutions at Operational Level 3:
 - Space inmates six feet apart for work details, with facial coverings in place, and, if possible, provide a physical barrier, such as plexi-glass, between workers
 - Consider a modification of UNICOR detail assignments or shifts with two or more details, each working a separate shift. House each individual detail together and on a separate unit from the other details or shifts so that if one unit/shift is affected by COVID-19, another detail/shift can cover the same assignment.
 - Consider cross-training individuals for increased job coverage within UNICOR. House these individuals separately from the primary work group.

3. WORK DETAILS

- Institutions at Operational Levels 1 or 2 per the [COVID-19 Modified Operations Matrix](#) should follow guidance in the matrix.
- For institutions at Operational Level 3:
 - Consider a modification of work detail assignments so that each detail includes only individuals from a single housing unit.
 - Cross-train individuals for increased job coverage for details such as food service, laundry, and orderlies. House these individuals separately from the primary work group.
 - Screen orderlies assigned to health service units (HSUs) for COVID-19 symptoms and temperature prior to each shift. Orderlies assigned to HSUs must also wear a surgical mask at all times in the HSU.
 - ➔ *Consider a weekly testing schedule for inmate workers in long-term care or in-patient units.*
 - In facilities with active COVID-19 cases (staff or inmate), consider screening inmate food service workers and orderlies for COVID-19 symptoms and temperature prior to each shift, as well as periodic testing for COVID-19.
 - Space inmates six feet apart for work details, with facial coverings in place, and, if possible, provide a physical barrier, such as plexi-glass, between workers.

4. FOOD SERVICE / DINING HALL

- Institutions at Operational Levels 1 or 2 per the [COVID-19 Modified Operations Matrix](#) should follow guidance in the matrix.
- For institutions at Operational Level 3 the following options may be considered to reduce the interaction between individuals, especially when masks are removed for the purposes of eating.
 - Require that masks not be removed unless the person is actually eating their food.
 - Stagger meals (for instance, one housing unit at a time) to allow for social distancing.
 - In lines, enforce the need to be six-feet apart. Consider marking the floors at six-foot intervals.
 - Rearrange dining hall seating to increase space between individuals, e.g., remove every other chair and use only one side of a table so individuals are not facing each other.
 - Minimize self-serve foods, e.g., eliminate salad bars.
 - Provide meals inside housing units or cells.

5. LAUNDRY

There are no requirements to separate laundry between risk groups. Laundry from a COVID-19 case can be washed with other individuals' laundry.

- Individuals handling laundry from COVID-19 cases should wear disposable gloves, discard the gloves after each use (e.g., after putting laundry into the washing machines), and perform hand hygiene—before performing other duties.
- Do not shake dirty laundry, to minimize the possibility of dispersing virus through the air.
- Launder items using the hottest appropriate water setting, and dry items completely.

6. ELECTRONIC LAW LIBRARY (ELL) AND DISCOVERY MATERIALS

- Whenever possible, consistent with social distancing protocols and safe institution operations, inmates should be permitted access to the ELL under conditions determined by the Warden at each facility.
- Similarly, inmates will need access to discovery materials relevant to pending cases, beyond those which are personally maintained by the inmates in their cells. It is recommended that a schedule be established to permit fair and timely access to ELL terminals and discovery materials upon inmate request, and that the schedule be provided to inmates at the facility.

7. BARBERSHOP

Institutions at Operational Levels 1 or 2 per the [COVID-19 Modified Operations Matrix](#) should follow guidance in the matrix.

For institutions at Operational Level 3:

- **LIMITED SERVICES:** Barbershops will provide limited services to include haircuts only – no shaves.
- **REQUIRED PPE:** Barbers will be required to wear facial coverings, gowns, gloves and face shield at all times. Inmates will wear cloth face coverings to the extent possible while receiving haircuts. Inmates receiving services will wear disposable or re-washable capes, smocks, neck strips, etc. These items will be disinfected or disposed of between each haircut.
- **SOCIAL DISTANCING:** Haircuts will be done by housing unit/cohorts. The number of inmates in the barbershop at any given time will vary by facility space and waiting areas. **All stations must be spaced at least six feet apart.** Inmates will wait outside the barbershop, adhering to social distancing and with facial covering in place, until the barber is ready to for them. Inmates will not interact with each other in the barbershop.
- Consider a station barrier between the work stations if it doesn't interfere with egress or fire code standards.
- To prevent cross-contamination, remove all unnecessary items (magazines, newspapers, and any other unnecessary paper products/decor).
- **HAND-WASHING** – Barbers must wash hands with soap and warm water, for a minimum of 20 seconds between every haircut given. Barbers should wash hands immediately after touching their face, nose, eyes, mask or any non-sanitized surface. Inmate clients should wash hands or hand sanitize as they enter the barber shop.

- **DISINFECTION AND SANITATION:**
 - All shops will be thoroughly cleaned and disinfected prior to reopening each day. Refer to **MODULE 1** – for guidance on cleaning and disinfection.
 - Disinfect all surfaces, tools, and linens, even if they were cleaned before the shop was closed the day before.
 - Shops will maintain regular disinfection of all tools, shampoo bowls, and workstations.
 - All tools will be disinfected between each use. Disinfectant for immersion of tools must be mixed daily and replaced sooner if it becomes contaminated throughout the work day (e.g., hair or debris floating in solution or cloudy color).
 - Electrical equipment that cannot be immersed in liquid shall be wiped clean and disinfected, per the manufacturer's instructions before and after each use.
 - Use disposable towels when possible and dispose of them after every use. Wash any non-disposable towels, drapes, etc. in hot water setting and dry completely at warmest temperature setting.
 - The barber chair will be disinfected between each client. Floors will be thoroughly cleaned each day. All trash containers will be emptied daily.
- **SIGNAGE:** COVID 19 signage will be posted in the shop to include signs and symptoms, handwashing signs and social distance signs.
- **SUPPLIES:** Only the assigned barber will be allowed to handle any supplies. All clean supplies and tools will be kept in a clean dry place when not in use.
- **WORK ATTIRE:** Inmate Barbers should arrive at the barbershop showered and wearing clean clothing. Inmates should shower and change clothes as soon as they return from work.
- **BARBER TRAINING PROGRAMS:** Barber training programs may include training on specific types of cuts and shaves. Before implementing these programs, facilities should evaluate the epidemiological picture of the institution and develop plans in collaboration with the region and facility infection prevention and control leads.

B. PROGRAMMING CONSIDERATIONS

Programming is an essential function in our facilities; furthermore, delivery of the **FIRST STEP ACT (FSA)**-approved **EVIDENCE-BASED RECIDIVISM REDUCTION (EBRR)** programs and **PRODUCTIVE ACTIVITIES (PAs)** is required by law. Institutions at Operational Levels 1 or 2 per the [COVID-19 Modified Operations Matrix](#) should follow guidance in the matrix. For institutions at Operational Level 3, institutions will offer programming in the following ways:

- **RESIDENTIAL PROGRAMS** (i.e., RDAP, BRAVE, SOTP, TCU, FIT, Life Connections, etc.) will continue as required by policy. Program targets remain the same. Staff may conduct more groups to accommodate smaller group size or they may conduct groups with more than 10 participants, so long as other social distancing modifications remain in place (e.g., holding groups in larger spaces; suspending community meetings, wearing masks, etc.)
- **NON-RESIDENTIAL** EBRR programs and PAs (e.g., GED, Anger Management) will continue. Overall programming targets remain the same. Where programming targets are established (e.g., Resolve, Drug Education) staff may choose to deliver more groups of smaller size to meet the programming target. Staff may conduct groups with more than 10 participants, so long as other social distancing

modifications remain in place (e.g., holding groups in larger spaces; suspending community meetings, wearing masks, etc.)

- EBRR and PA programming must be delivered in a fashion consistent with the curriculum. However, for purposes of safety/social distancing, staff may offer programs in the housing unit or in outdoor or unused spaces. Programming designed to be provided in person (i.e. a facilitator instructing participants) MAY NOT be locally modified to distance learning without a facilitator present (i.e. participants completing work independently in their cells and turning it into the facilitator).
- **GED TESTING**, in groups of six or less, will resume with priority given to inmates releasing within 120 days. Other inmates may be tested if resources allow.
- **PROGRAMING RESOURCES** will be devoted to FSA services rather than local programs, such as ACE classes. Non-essential programs are only delivered when all FSA mandates are met and when it is safe to do so, with appropriate mitigation strategies in place.
- **CHAPLAINCY SERVICES** must allow for religious observances to occur with appropriate safety modifications in place.

C. HOUSING CONSIDERATIONS

- Arrange bunks so that individuals sleep head-to-foot to increase the distance between their faces.
- Rearrange scheduled movements to minimize mixing of individuals from different housing units.
- Ensure thorough cleaning/disinfection of living space when assigned to a new occupant.
- If space allows, reassign bunks to provide more space between individuals (ideally six feet or more in all directions). Ensure that bunks are cleaned thoroughly if assigned to a new occupant.
- Minimize the number of individuals housed in the same room as much as possible.
- Consider opening vacant housing units to decrease population density, when feasible.

D. PSYCHOLOGY SERVICES

While protecting the health of inmates and staff, institutions must also ensure that:

- Mental health emergencies are prevented.
- Appropriate care is provided to vulnerable inmates.

The following recommendations will support these objectives:

- If inmates are confined to their cells, single cells should be eliminated to the greatest extent possible, to reduce the isolation and privacy that can facilitate suicide. Psychology Services staff should be consulted regarding any inmates proposed for single celling to ensure they are not particularly vulnerable individuals and/or to make recommendations.
- Psychologists must conduct daily rounds in all areas where inmates are housed or confined, to observe and communicate with inmates; psychologists may make recommendations regarding vulnerable inmates to ensure that their needs are met. If psychologist staffing levels necessitate, Treatment Specialists may assist with rounds.
- Psychologists must remove inmates from their cells for private sessions when providing crisis intervention or suicide risk assessments.

- Psychologists must offer to remove inmates with CARE3-MH and CARE4-MH assignments from their cells at least weekly for individual clinical contact, while following social distancing, and masking guidance.
- If suicide watch is recommended by a staff member and the usual suicide watch room is not available, [PS5324.08, SECTION 12, SUICIDE PREVENTION PROGRAM](#), states that under emergency conditions a room other than the designated suicide watch room may be used, as long as an inmate on watch is returned to the approved room when it becomes available. Emergency suicide watch rooms may not be in the Special Housing Unit.
- Institutions may elect to continue using suicide watch companions at the discretion of the Warden.